

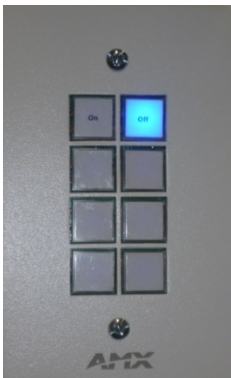


AV Equipment Guide

System Components

The following equipment is connected to the AV system:

- 2x Flat panel displays
- All-in-1 desktop PC with inbuilt camera and microphone for Mediasite Desktop Recordings
- Document camera/visualizer
- Videoconference codec
- 8-button AV controller
- Microphone – lectern & ceiling
- HDMI, VGA, 3.5mm audio cables – To connect Analog laptops

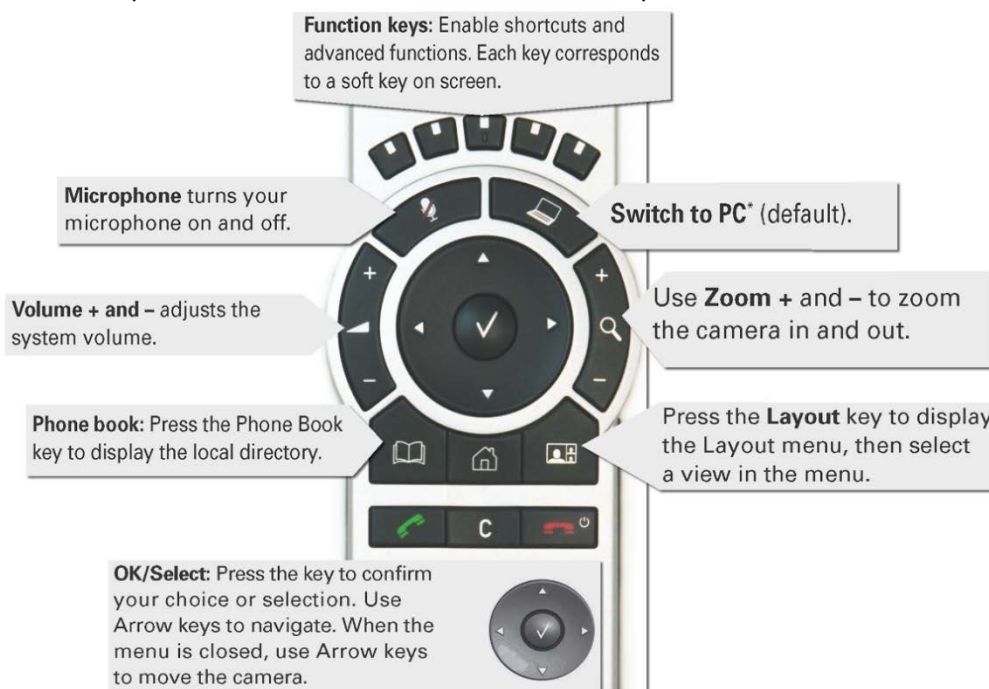


Display On/off control

Press the **On** button to turn on both flat panel displays.

Tandberg Remote Control

The touch panel is used for all interaction with the AV system



Log in to desktop PC
Use the JCU issued username and password

Duplicate desktop PC display
Hold down the Windows key and press the P-key on the keyboard to access the PC display settings. Select 'Duplicate' on the floating menu. To show PowerPoint with notes, select 'Extend' from the floating menu.

Local Presentation

Show Desktop PC

Briefly press the **Switch to PC** key on the Tandberg remote.

Show Laptop

Connect the appropriate cable (HDMI or VGA), enable the laptop's dual display (Duplicate) and briefly press the **Switch to PC** key on the Tandberg remote.

Show visualizer/document camera

Press & hold the Switch to PC key on the Tandberg remote until a drop down menu appears on the display. Select **Doc Cam** and press the **OK/Select** key (white tick) on the Tandberg remote.

Videoconferencing

Activate the AV system by picking up the Tandberg remote. If a menu appears in the bottom left corner of the display, click the **Arrow left** key on the Tandberg remote.

Camera setting

Press the **pan, tilt or zoom** keys to adjust the camera settings. A small window will appear in the bottom right of the display, showing the current angle.

Connect a Conference Call

Conference calls are scheduled by VAVS. To connect a conference manually, press the **phone book** key, navigate to the room/addressee in question and press the connect key (green handset).

The far end will appear on the left projector screen once the call is connected.

Volume

Press **+** or **-** key to adjust the videoconference volume.

Videoconference Presentation

See the instruction for a local presentation, the presentation will appear on the projector screen closest to the presenter's desk.

Support

AV Technical support Cairns:	Ext. 21700
AV Technical support Townsville:	Ext. 14643
Mediasite:	LTSE Staff
Computers:	Ext. 15500
A/C or electrical faults:	Mex request
Security:	Ext. 21293